



## Trades Assistant

**Department:** General Services

**Class Code:** 3111

**EEO Code:** 28

**FLSA:** N

**Effective:** 01/05/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of routine difficulty in assisting in maintaining and repairing County buildings; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Assists in installing and repairing electrical wiring, fixtures and equipment; performs minor repairs, such as replacing fuses, light sockets, bulbs, ballasts and switches; installs computer cable; installs wiring for telephone additions; traces short circuits in wiring, using knowledge of wiring and test meter; assists in lifting, positioning and fastening objects, such as wiring, conduit and motors; maintains tools and equipment and keeps supplies and parts in order; assists Painter by preparing surfaces for painting; fills nail holes, cracks and joints with caulk, putty or plaster; removes fixtures from walls prior to painting; spreads drop cloths over floors and room furnishings and covers surfaces such as baseboards, doorframes and windows with masking tape and paper to protect surfaces during painting; paints surfaces using brushes, spray gun or paint roller; assists carpenter in building, repairing and installing counters, frames, shelves, benches, partition, floors, doors, building framework, and trim, using carpenter's hand tools and power tools; replaces damaged ceiling tile, floor tile and wall coverings; shovels snow and/or operates snow removal equipment; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Good knowledge of the principles and practices of building repair and maintenance; of physical plant operations; of safety principles and practices as they apply to building maintenance; working skill in communicating effectively.

Ability to climb, bend, stoop and reach; ability to lift parts and supplies weighing up to 50 pounds.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a high school diploma and one year of experience in semi-skilled maintenance or construction work; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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